

Sample Disciplinary Notice

Employee Name: _____ Department: _____

Written Warning ☐ Final Warning ☐

1. **Statement of the problem** (violation of rules, policies, standards, practices or unsatisfactory performance): _____

2. **Prior discussion or warnings on this subject** (oral, written, dates): _____

3. **Statement of company policy on this subject:** _____

4. **Summary of corrective action to be taken** (include dates for improvement and plans for follow-up): _____

5. **Consequences of failure to improve performance or correct behavior:** _____

6. **Employee comments:** _____

(continue on reverse if necessary)

| | | | |
|-----------------------------|---------------|---|---------------|
| _____ Employee Signature | _____ Date | _____ Supervisor Signature | _____ Date |
| | | _____ Approving Manager Signature | _____ Date |

Distribution: One Copy to Employee, one copy to Supervisor and original copy to Personnel File